



**Workforce Connection
of Central New Mexico
Executive Committee**

**Thursday, April 6, 2006
7:45 am
MRCOG, 809 Copper NW - Board Room**

MINUTES

Call to Order – 8:03 am – John Sapien

Roll Call - by Patrick Newman

Present

Jeff Armijo
Martha Binford
Bob Davey
Judy LeJeune
Rose Auletta representing Rita Logan
Virginia Murphy
John Sapien
Mike Swisher

Quorum Established

Excused

Charles Aguilar
Rita Logan
Gwen Manfre
Mary Lee Martin

Approval of Thursday, April 6, 2006 Agenda

Motion: Bob Davey

Second: Mike Swisher

Discussion on About Face! Program by Bob Davey

Action: Passed by voice vote

Tab 1: Approval of Minutes, Executive Committee: February 2, 2006

Motion: Mike Swisher

Second: Jeff Armijo

No Discussion

Action: Passed by voice vote

Tab 2: Monthly Expenditure Report - by Jan Borchardt

- Jan Borchardt, MRCOG Finance Manager, explained the monthly expenditure reports for WIA and TANF for the month ending March 31, 2006.

- WIA audit services will need to be adjusted; although there is a variance in the audit, they did not overspend their contract.
- Ms. Borchardt stated that the TANF program is at about a 55% expenditure rate.
- All TANF funds should be expended by June 30, 2006, and are not allowed to be carried over.

No Discussion

FINAL ACTION ITEMS

Tab 3: Approval of Disposition of WCCNM Property - Background and Introduction by Dewey Cave

- Sections 13-6-1 and 13-6-2 NMSA 1978 govern the disposition of obsolete, worn-out or unusable tangible personal property owned by local public bodies.
- Computers previously purchased by WIA have become fully depreciated and all hard drives have been reformatted (“sanitized”). The computers are idle and located in office space that is needed for other purposes; therefore, it has become necessary to dispose of this equipment.
- There is no obligation to the federal awarding agency on equipment having a value of less than \$5,000.
- A three-member committee consisting of WCCNM Executive members shall be appointed by the Chair to oversee and approve the disposition of the computer equipment.
- John Sapien will contact the three-member committee via email with information to oversee the disposition process.

Questions and Comments Followed

Motion to approve: Mike Swisher

Second: Bob Davey

No Discussion

Action: Passed by voice vote

DISCUSSION ITEMS

Tab 4: Chair Appoints Task Force to Review YDI and NMDOL Contracts - by Patrick Newman

- Patrick Newman requested that an Ad Hoc Committee be established to review the YDI and NMDOL contracts to incorporate the business-driven initiatives within the narratives.
- WIA staff have made recommended changes to the both Scopes of Work, these changes will be given to each Ad Hoc Committee for review.
- John Sapien appointed Mary Lee Martin to head the YDI contract review Committee along with Martha Binford, Judy LeJeune and Virginia Murphy. Jeff Armijo will chair the Committee to review the NMDOL contract, coordinating with Bob Davey, Mike Swisher and Virginia Murphy.
- Mr. Newman requested that both contract reviews take place before May 1.

Questions and Comments Followed

Tab 5: Explanation of Additional WIA Funding from OWTD - by Dewey Cave

- OWTD has granted three-hundred, twenty-one, nine hundred and ten dollars (\$321,910.00) in rapid response or dislocated worker monies to include \$12,000 for hurricane Katrina victims. Funds must be expended by June 30, 2006

- Forty-four thousand, eight hundred eighty-eight dollars (\$44,888.00) for rapid response has also been granted by OWTD and will expire June 30, 2007.
- An official budget adjustment request will be presented at the next Executive Committee meeting.

Questions and Comments Followed

Tab 6: TANF Update - by Lloyd Aragon

- The TANF performance level is at 44.61%, which may be due to new staff and training.
- There are two vacant NMDOL positions available for TANF operations; all staff have been trained in case management and are working diligently.
- Phases of data transfer (data dump) are in process to ensure that all files are reflective of the Income Support Division's ISDII program.
- TANF staff are now located at each location to address the TANF client assessment.
- Staff will continue to update the Committee on this issue.

No Discussion

REPORTS

Administrative Reports - by Patrick Newman

- Patrick Newman thanked YDI, NMDOL and WIA staff for all their hard work.
- The Performance and Monitoring Committee and staff are waiting for an official performance report from OWTD.
- WIA Business Liaison, Manuel Casias, has been working on promotional material for the WCCNM; Jesse Turley, WIA Accounting Manager, has also done an excellent job with his new position.
- John Sapien noted and complimented the work of Ron Chavez, NMDOL, and his team on their outreach efforts.
- Mr. Sapien reported the BEDOSS Committee is moving forward with the Business Plan and integration.

Questions and Comments Followed

Committee Reports-

- **Youth Council** - by Bob Davey for Mary Lee Martin
 - The Council meets the second Thursday of each month, with the next meeting scheduled for April 13, 2006.
- **Performance and Monitoring** - by Virginia Murphy
 - The Committee continues to meet the second Wednesday of each month, with the next meeting scheduled for April 12, 2006.
 - Discussion on TANF barriers continues to be a learning process for Performance and Monitoring Committee members.
 - TANF will be discussed at each meeting while NMDOL and YDI will trade off each month.
- **Training and Services Provider** - by Judy LeJeune
 - The March 2006 meeting included a presentation by People First, an organization encouraging self-advocacy for persons with disabilities.
 - People First have put together a self-advocacy training program offered through UNM Continuing Education and are seeking funding for instructors.

- The Committee was unsure of how People First instructors could receive funding through WIA, but offered other avenues to them.
- The Committee will continue to have discussions with UNM and DVR to seek alternate assistance.
- The New Mexico Childcare Association's request for sixteen thousand dollars (\$16,000.00) to customize an online training curriculum has been approved by OWTD and should be expended by June 30, 2006.
- Staff will continue to update the Committee on this issue.
- Ramona Chavez reported that OWTD has given the local areas final authority on ETPL approval.
- The Committee voted to meet every other month, with the next meeting scheduled for May 18, 2006.

Questions and Comments Followed

- **Business Outreach Committee** - by Jeff Armijo
 - The Business Outreach Committee met on March 23, 2006 and will continue to meet every other month.

PUBLIC COMMENT

Public Comments - None

ADJOURNMENT

Adjournment - 9:00 am

Next Meeting-

Date: Thursday, May 4, 2006

Time: 7:45 am

Location: Mid-Region Council of Governments

A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 809 Copper NW, Albuquerque, NM 87102